

Payroll Officer

Job description – April 2022

Responsible to:	Finance Officer of HVA
Location:	Jackson Hall, Hastings, TN34 1QN (with a hybrid option)
Hours:	15 hours per week (with some flexibility to suit applicant) (note: A full time working week at HVA is 37 hours)
Salary:	Starts at £25,419 to £27,514 pro rata, depending on skills and experience
Duration:	Permanent contract (subject to funding and performance).
Annual leave	27 days plus bank holidays (pro rata)
Pension:	HVA will match up to 7% of salary in a NEST pension scheme.

OVERALL PURPOSE OF JOB

The Payroll Officer will be responsible for all aspects of HVA's internal payroll, and build HVA's external payroll service.

MAIN DUTIES

1. Responsible for all aspects of HVA's internal payroll for HVA's small staff team. Maintains payroll processing system and records by gathering, calculating, and inputting data. Computes employee take-home pay based on time records, benefits, and taxes. Maintain pension scheme records. Answers staff questions about wages, deductions, attendance, and time records
2. Maintain and grow HVA's external payroll service for local charities and social enterprises, keeping good working relations with current customers, and seeking out new customers. Provide general advice to client organisations concerning payroll systems and employer duties.
3. As part of a small team, provide cover or support in other areas of work, such as HVA's finances, HR, and building maintenance.

General Duties

1. Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.
2. Undertake any other duties as required which are in line with the post.

PERSON SPECIFICATION

JOB TITLE: Payroll Officer

EXPERIENCE

Essential

- Proven competence in the use and adaptation of spreadsheets.

Desirable

- At least 2 years' experience of running payrolls from start to finish including all statutory calculations, RTI and year end for a small/medium sized organisation.
- Experience of using Brightpay, or similar payroll software.
- Experience of using accounting software.
- Dealing with multiple/complex payrolls.
- Relevant payroll qualifications.
- Experience of customer-facing role(s).

SKILLS

Essential

- Good mathematics skills.
- Good attention to detail.
- Good customer service skills.
- Good communications skills (in person, on the telephone and in writing)
- Good organisational skills and ability to plan workload to meet deadlines.
- Good IT skills

ATTITUDES

Essential

- Reliable and self-motivated.
- Ability to work under pressure and maintain a positive attitude to work.
- A flexible approach to work and a willingness to learn.
- Awareness of professional boundaries and confidentiality.

OTHER REQUIREMENTS

- Willingness to undertake further relevant learning and professional development.

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